



**ANTI-CORRUPTION POLICY  
OF  
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGERIA**

## Table of Contents

<b>Table of Contents.....</b>	2
<b>FORWARD.....</b>	4
<b>1.0 INTRODUCTION.....</b>	5
<b>1.1 Brief Background of the University.....</b>	5
<b>1.2 Vision and Mission of the University.....</b>	5
<b>1.2.1 Vision.....</b>	5
<b>1.2.2 Mission.....</b>	5
<b>1.3 Aim and objectives of the policy.....</b>	6
<b>1.3.1 The Aim.....</b>	6
<b>1.3.2 The Objectives.....</b>	6
<b>1.4 Scope of the Policy.....</b>	6
<b>2.0 POSSIBLE CORRUPT PRACTICES.....</b>	7
<b>2.1 Management of Funds:.....</b>	7
<b>2.2 Aministration and Decision Making.....</b>	7
<b>2.3 Procurement, Contract and Supply.....</b>	8
<b>2.4 Transport and Maintenance.....</b>	8
<b>2.5 Academic Affairs, Faculty, Teaching and Examination.....</b>	9
<b>2.6 Library Services.....</b>	10
<b>2.7 Student Services.....</b>	10
<b>2.10 Hostel Accommodation Services.....</b>	11
<b>3.0 PROCEDURES.....</b>	12
<b>3.1 Report Corruption.....</b>	12
<b>3.2 Preliminary Investigations.....</b>	12
<b>3.3 Protection of Whistle-blowers.....</b>	13
<b>3.4 Disciplinary Measures.....</b>	13
<b>4.0 ANTI-CORRUPTION STRATEGIES.....</b>	13
<b>4.1 Strengthening the Capacity of Staff to Resist and Report Corruption.....</b>	13
<b>4.2 Building a Strong Institutional and Legal Framework.....</b>	13
<b>4.4 Minimising Risk of Corruption.....</b>	14
<b>4.5 Corruption Prevention.....</b>	14
<b>5.0 ADMINISTRATION OF THE ANTI-CORRUPTION POLICY.....</b>	15
<b>5.1 The Anti-Corruption and Transparency Unit.....</b>	15
<b>5.2 Policy Review.....</b>	16
<b>5.3 Breach of the Provisions of this Policy.....</b>	16

<b>5.4 Entry into Force of this Policy.....</b>	<b>16</b>
<b>6.0      Sources of Information.....</b>	<b>17</b>

## **FORWARD**

## **1.0**

## **INTRODUCTION**

### **1.1 Brief Background of the University**

- 1.1.1 The Federal University of Technology, Minna (FUT, Minna), Nigeria, was established on 1<sup>st</sup> February 1983. The objective for its establishment was to give effect to the nation's drive for the much needed self-reliance in science, engineering and technology.
- 1.1.2 The University presently currently comprises nine Schools: School of Agriculture and Agricultural Technology, School of Electrical Engineering and Technology, School of Entrepreneurship and Management Technology, School of Environmental Technology, School of Information and Communication Technology; School of Infrastructure, Process Engineering and Technology; School of Life Sciences; School of Physical Sciences; School of Science and Technology Education; and the School of Postgraduate Studies.
- 1.1.3 There are currently six research centres, namely: West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL); Centre for Human Settlements and Urban Development (CHSUD); Centre for Disaster Risk Management and Development Studies (CDRM&DS); Centre for Genetic Engineering and Biotechnology (CGEB); Centre for Open Distance and e-Learning (CODEL); and Africa Centre of Excellence for Mycotoxin and Food Safety (ACEMFS).

### **1.2 Vision and Mission of the University**

#### **1.2.1 Vision**

The vision of the Federal University of Technology, Minna, is to become world class and Nigeria's leading University recognised for its excellence in capacity building and service delivery

#### **1.2.2 Mission**

The University's mission is to train a skilled and innovative workforce that would transform Nigeria's natural resources into goods and services, driven by entrepreneurship and information and communication technologies, to positively affect the economy and thus the quality of life of her people.

### **1.3 Aim and objectives of the policy**

#### **1.3.1 The Aim**

The aim is to eliminate all forms of corruption in order to promote the culture of ethics and integrity in the University

#### **1.3.2 The Objectives**

- i. To provide an institutional policy framework to facilitate the implementation of the Standing Order and/or any other regulations or guidelines provided by the Independent and Corrupt Practices Commission for the operations of the Anti-Corruption and Transparency Unit in the University;
- ii. To prevent members of the University Community and those in any form of relationship with the University from engaging in corruption and related practices;
- iii. To provide guidelines on responding to real or perceived incidences of corruption when they occur;
- iv. To facilitate the mainstreaming of anti-corruption laws, policies and strategies in all aspects of the University's life; and

### **1.4 Scope of the Policy**

#### **1.4.1 This policy applies to:**

- i. All staff of the University including staff groups, associations and/or unions;
- ii. All students of the University including student groups, associations and/or unions;
- iii. All external persons in collaborative relationships with the University or its staff;
- iv. Former employees and alumni of the University;
- v. Interns, National Youth Service Corp Members and others on Industrial attachment with the University; and
- vi. Contractors, Consultants, Vendors, Visitors to the University, all others in commercial relationship with the University and/or members of the public.

## **2.0**

## **POSSIBLE CORRUPT PRACTICES**

Practices recognised by the University as corrupt shall include but not limited to the following;

### **2.1 Management of Funds:**

- i. Illegal and unauthorised access or manipulation of financial information or financial information management system
- ii. Falsification of signatures and documents such as receipts
- iii. Use of forged receipts and/or other forged documents
- iv. Misappropriation of grants
- v. Misappropriation or embezzlement of Internally Generated Revenue
- vi. Disregard for Audit Query
- vii. Lodging of official funds in personal accounts yielding interests for the account holder
- viii. Over-invoicing
- ix. Fictitious expenditure and padding of expenses
- x. Converting of official funds to private use
- xi. Fraudulent allocation of funds to inappropriate heads during the budgeting process
- xii. Misuse or illegal use of official information
- xiii. Certifying the performance of service without being certain that the service was provided
- xiv. Writing off recoverable assets or debts
- xv. Theft of assets

### **2.2 Administration and Decision Making**

- i. Delayed decision making
- ii. Biased decision making
- iii. Selective application of decisions
- iv. Recruiting unqualified staff
- v. Inability to hold regular departmental or faculty meetings
- vi. Unjustifiable overstaying in one position
- vii. Deploying staff in areas where they are not competent to handle
- viii. Use of University time to pursue a private interest or business

- ix. Abuse of position or power for personal gains
- x. Shielding errant staff from facing disciplinary action.

### **2.3 Procurement, Contract and Supply**

- i. Receiving personal benefits in exchange for assisting a consultant or contractor to gain work in the University
- ii. Manipulating a tendering process to achieve the desired outcome
- iii. Not opening bids in public
- iv. Unclear specifications tailored to favour a particular company
- v. Unfair distributions of requests for quotations
- vi. Inflation of prices of items in collaborations with the supplier
- vii. Receiving substandard items or services on behalf of the University
- viii. Client using influence to order that quotations be given to suppliers who are not pre-qualified or to friends who are not on the pre-qualified list
- ix. Delay between the deadline for submission and opening of bids
- x. Advance release of bids information
- xi. Contract splitting
- xii. Changing contract specification after contract award
- xiii. Not providing a procurement plan or not complying with it
- xiv. Non-compliance with standard document
- xv. Lack of transparency or transparent procedures for handling complaints
- xvi. Not recording the evaluation of contractor's performance
- xvii. Inadequate project monitoring and evaluation
- xviii. Not following up on indications of corruption

### **2.4 Transport and Maintenance**

- i. Using forged receipts for making claims
- ii. Fuel mismanagement, diversion or theft
- iii. Stretching journeys beyond an authorised radius
- iv. Unauthorised persons driving official vehicles
- v. Using forged fuel receipts to account for impress

- vi. Personal use of University assets including building materials or other materials from the area in which one is working or from their place of safekeeping or construction sites
- vii. Colluding with Procurement Unit to exaggerate bills of quantities and prices
- viii. Non existing workers (ghost workers) on sites or among casual workers or labourers
- ix. Colluding with casual workers to be paid for days not worked and then sharing the payment
- x. Certifying contractors for works not done or for substandard work
- xi. Demanding cash from potential casual workers in exchange for employment
- xii. Poor storage of received materials
- xiii. Compromising the quality of received materials.

## **2.5 Academic Affairs, Faculty, Teaching and Examination**

- i. Admission racketeering
- ii. Losing students' files
- iii. Failing to keep proper and updated records
- iv. Delay in release of time-tables
- v. Delay in student resumption
- vi. Academic fraud e.g. Plagiarism
- vii. Harassing students by demanding special favours from them to pass
- viii. Delay in provision of Course outline
- ix. Failing to attend classes as required
- x. Delay in the take-off of lectures
- xi. Sales of lecture notes, handouts and/or textbooks
- xii. Failing to cover the subject matter or topics in the course outline
- xiii. Failing to mark or return marked Continuous Assessment Tests to students
- xiv. Delay in setting and lack of moderating examination questions
- xv. Failing to give students adequate contact hours
- xvi. Recycling examination questions year after year
- xvii. Awarding of grades without assessment
- xviii. Allowing movement of unauthorised persons in and out of the examination office
- xix. Leaking/Selling examination questions and other examination related information

- xx. Failure to report those found cheating in the examination halls
- xxi. Careless handling of examination drafts leading to leaking of examination questions
- xxii. Gratification and inducement to manipulate award of marks/grades
- xxiii. Swapping of grades
- xxiv. Writing of examination by proxy
- xxv. Direct cheating in examinations
- xxvi. Delay in release of results
- xxvii. Delay of a student from graduating due to poor record keeping and deliberate victimisation

## **2.6 Library Services**

- i. Late opening and early closing of the library
- ii. Staff conspiring with users to waive fines
- iii. Staff conspiring with offenders to undercharge fines
- iv. Failure to issue receipts for payments made
- v. Secret withdrawal of offense records
- vi. Staff issuing themselves with information materials un-procedurally
- vii. Issuing clients with extra borrowing tickets
- viii. Plucking out pages and chapters from books
- ix. Theft of Library materials or equipment

## **2.7 Student Services**

- i. Soliciting for favour before serving students
- ii. Shielding errant students' from facing disciplinary actions
- iii. Lack of transparency and engaging in malpractices during student elections
- iv. Misuse of funds by student leaders
- v. Recruiting students for work-study programs without recourse to laid down procedure.
- vi. Students harassing staff

## **2.8 Medical Services**

- i. Treating persons without their National Health Insurance Scheme Enrolment at the University Health Services without charging them fully
- ii. Fictitious issuing of drugs and other materials
- iii. Dispensing drugs without receipting
- iv. Forgery and manipulation of cash collection records
- v. Illegal disclosure of confidential medical records by staff
- vi. Negligence
- vii. Staff in University Health Service getting services free of charge and without the following procedure.

## **2.9 Security Services**

- i. Receiving gifts of any kind from suspected offenders
- ii. Colluding from external vandals to steal from the University premises
- iii. Allowing unauthorised persons to enter the University premises through the gates
- iv. Colluding with workers or students to pilfer University assets
- v. Poor record keeping leading to lack of vital information during investigations
- vi. Poor follow-up of reported cases
- vii. Doctoring of investigation reports
- viii. Delayed Investigations

## **2.10 Hostel Accommodation Services**

- i. Collecting bribes from students to reserve hostel rooms
- ii. Illegal room allocation by staff to students who have not paid
- iii. Failure to maintain adequate records
- iv. Abetting non-ethical practices e.g. cohabiting, sub-letting of rooms etc.
- v. Carrying out illegal business in the hostels
- vi. Selling of rooms for personal gains

### **3.0**

## **PROCEDURES**

### **3.1 Report Corruption**

- 3.1.1 It shall be the duty of everyone to report corruption as soon as it is detected
- 3.1.2 All reports of allegations of corruption under this policy shall be in writing
- 3.1.3 Anonymous reports shall be handled in accordance with the provisions of the University Whistle-Blowing Policy
- 3.1.4 The Anti-Corruption and Transparency Unit of the University shall receive reports of allegations of corruption from suitable channels including but not limited to:
  - i. Corruption reporting boxes placed strategically at different parts of the University premises
  - ii. Dedicated email; [actu@futminna.edu.ng](mailto:actu@futminna.edu.ng)
  - iii. Dedicated hotlines of the Anti-Corruption and Transparency Unit
  - iv. Direct Submission at the Anti-Corruption and Transparency Unit
  - v. In person to members or complaint desk officer of the Anti-Corruption and Transparency Unit
  - vi. Any other means convenient to the reporter.
- 3.1.5 All reported cases shall be dealt with fairly, promptly, expeditiously and within the applicable laws

### **3.2 Preliminary Investigations.**

- 3.2.1 Any case suspected of corruption and reported to the Anti-Corruption and Transparency Unit shall be subjected to preliminary investigation
- 3.2.2 Upon completion of preliminary investigation, the Anti-Corruption and Transparency Unit shall then decide as to:
  - i. Refer the matter to the Vice-Chancellor to set up a Committee to investigate further;
  - ii. Refer the matter to be handled by or under a more appropriate process or policy in the University;
  - iii. Refer the matter to the Independent Corrupt Practices Commission after consultation with the Vice-Chancellor
  - iv. Refer the matter to the Police or other Law enforcement agencies after consultation with the Vice-Chancellor

### **3.3 Protection of Whistle-blowers**

- 3.1.1 In accordance with the University Whistle-blowing policy, the University shall protect the identity of persons making corruption disclosures
- 3.1.2 The University shall protect information that may disclose the identity or personal details of the discloser and shall first discuss the matter with the discloser if there is a need to disclose his/her identity.

### **3.4 Disciplinary Measures**

- 3.1.3 All cases of corruption shall be treated under the normal disciplinary procedures of the University for both Staff and Students.
- 3.1.4 Where proven, corruption cases may lead to the expulsion of students and/or the termination of the employment of staff from the services of the University.

## **4.0 ANTI-CORRUPTION STRATEGIES**

The Anti-Corruption Strategies of the University shall include but not limited to the following:

### **4.1 Strengthening the Capacity of Staff to Resist and Report Corruption**

- i. Capacity building, training and retraining of members of the Anti-Corruption and Transparency Unit and all persons involved with corruption investigation processes
- ii. Training and sensitisation of staff and students of the University
- iii. Initiating awards and recognition to encourage exemplary character
- iv. Creating and supporting Anti-Corruption clubs or groups among staff and students
- v. Organisation of regular dialogues, radio programs, public lectures and conferences
- vi. Carrying out research and publication of articles or Magazines on anti-Corruption prevention, eradication and response
- vii. Encourage members of staff to declare their assets in accordance with the Code of Conduct for Public Officers

### **4.2 Building a Strong Institutional and Legal Framework**

- i. Strengthening the Anti-Corruption and Transparency Unit
- ii. Provision of elaborate policies, rules and regulations for internal activities of the University

- iii. Adopting standard corruption reporting guidelines
- iv. Detecting and dealing with plagiarism
- v. Effective policy implementation and compliance
- vi. Strengthening control mechanisms
- vii. Submission of minutes of monthly departmental and faculty meetings to the Vice-Chancellor's office
- viii. Prompt implementation of appropriate sanctions for confirmed infractions
- ix. Training of relevant staff in record keeping and management
- x. Building a database for commonly occurring corrupt practices
- xi. Strengthening the Internal Audit Department
- xii. Ensuring that staff comply with the code of ethics of their various professional bodies

#### **4.3 Establishing a Strong Corruption Reporting System**

- i. Establishing corruption reporting boxes
- ii. Providing toll-free hotlines for corruption reporting
- iii. Implementing the University Whistle-blowing mechanism

#### **4.4 Minimising Risk of Corruption**

- i. Promoting electronic systems and digitisation of processes
- ii. Effective supervision of staff
- iii. Discouraging overstaying of staff in positions

#### **4.5 Corruption Prevention**

- i. Public enlightenment
- ii. Ethical reorientation
- iii. Enforcement and sanctions
- iv. Recovery and management of proceeds of Crime.

## **5.0 ADMINISTRATION OF THE ANTI-CORRUPTION POLICY**

### **5.1 The Anti-Corruption and Transparency Unit**

5.1.1 The Anti-Corruption and Transparency Unit (ACTU) of the Federal University of Technology, Minna is established in accordance with the directive of the Federal Government

5.1.2 The membership of the Unit shall consist of the following:

- i. Vice-Chancellor's representative who shall serve as the Director
- ii. A Deputy Director
- iii. One (1) representative of the Senate
- iv. One (1) representative of the Congregation
- v. One (1) representative of the Legal Unit
- vi. One (1) representative of the Registry Department
- vii. One (1) representative of the Bursary Department
- viii. One (1) representative of the Procurement Unit
- ix. One (1) representative of the Audit Unit
- x. One (1) representative of the University Security Service Division and
- xi. A Secretary

5.1.3 The Unit shall be responsible for:

- i. The operationalisation of the Standing Order or any other regulations or guidelines made for ACTU by the Independent Corrupt Practices Commission within the frameworks and context of existing University laws, policies, procedures and processes
- ii. Setting priorities in the prevention of corruption within the University
- iii. Planning and coordinating corruption prevention strategies
- iv. Mainstreaming corruption prevention strategies in all the activities of the University
- v. Implementation and enforcement of this policy and strategy
- vi. Receiving and reviewing corruption prevention initiatives and recommending appropriate action
- vii. Receiving and reviewing corruption reports made by staff, students and other stakeholders
- viii. Documenting measures taken to prevent corruption or respond to reported incidences of corruption

- ix. Undertaking Corruption Risk Assessment
- x. Monitoring and Evaluating the Impact of Corruption Prevention and Response Initiatives
- xi. Providing Annual Report of Compliance with this Policy and Strategy to the Vice-Chancellor
- xii. Developing programs, action plans and guidelines for the implementation of this policy and strategy
- xiii. Doing all other things incidental to or necessary for the prevention of and in response to corruption in line with this policy and strategy.

5.1.4 The Tenure of members of the Unit shall be for three (3) years renewable only once

## **5.2 Policy Review**

- 5.2.1 This policy may be reviewed at intervals not exceeding five (5) years in order to take account of new legal, policy or institutional development.
- 5.2.2 The Vice-Chancellor shall constitute a Committee to review the policy when the need arises.

## **5.3 Breach of the Provisions of this Policy**

- 5.3.1 Breach of the Provisions of this policy shall amount to misconduct and shall be dealt with under the normal disciplinary procedures of the University for both Staff and Students.

## **5.4 Entry into Force of this Policy**

- 5.4.1 The Policy shall come into force on approval by the University's Governing Council.

## **6.0 Sources of Information**

6.1 The following policies and documents were taken into account to significant degree during the development of this policy:

- i. National Anti-Corruption Strategy 2017 – 2021, Independent Corrupt Practices Commission, Nigeria
- ii. Understanding the Nature of Corruption, 2015, Independent Corrupt Practices Commission, Nigeria
- iii. Corruption Prevention Training Manual, 2017 Anti-Corruption Academy of Nigeria
- iv. The Corrupt Practices and Other Related Offences Act, LFN, 2004
- v. Standing Order for the Operation of the Anti-Corruption and Transparency Units (ACTUs) in MDAs, 2014, Independent Corrupt Practices Commission, Nigeria
- vi. University System Study and Review: Template for the prevention of Corrupt Practices in Nigerian University Systems, 2012, Independent Corrupt Practices Commission, Nigeria.
- vii. Anti-Corruption Policy of the University of Rwanda
- viii. Anti-Corruption Policy of Kisii University
- ix. Anti-Corruption Policy of University of Eldoret.

## MEMBERS OF COMMITTEE

	<b>Names</b>		<b>Department</b>		<b>Designation</b>	<b>Signature</b>
i.	Prof. K. U. Isah	-	Physics	-	Chairman	.....
ii.	Prof. A. Y. Kabiru	-	Servicom	-	Member	.....
iii.	Prof. P. Idah	-	ABE	-	"	.....
iv.	Mr. E. U. Gbadafu	-	Registry	-	"	.....
v.	Barr. K. S. Agbonika	-	Legal Unit	-	"	.....
vi.	Dr. U. D. Alhassan	-	ASUU Rep.	-	"	.....
vii.	Mr. Bamidele Adedayo	-	SSANU Rep.	-	"	.....
viii.	Mr. Sulayman Shuayb	-	NAAT Rep.	-	"	.....
ix.	Mr. Ayuba Ali	-	NASU Rep.	-	"	.....
x.	Udaa Terwase Shedrack	-	Student Union Rep.	"		.....
xi.	Usman Sha'aban Aliyu	-	Registry	-	Secretary	.....